

**TOWNSHIP OF HARMONY
Warren County, New Jersey**

**REQUEST FOR PROPOSALS FOR
MUNICIPAL AUDITOR
MUNICIPAL PLANNER**

NOTICE IS HEREBY GIVEN that pursuant to a fair and open process in accordance with N.J.S.A. 19:44A-20.5, proposals will be received by the Township of Harmony at its offices at 3003 Belvidere Road, Phillipsburg, NJ 08865, until Monday, October 4, 2010 for the following:

Municipal Auditor
Municipal Planner

Term: January 1, 2011 to December 31, 2011.

- A. PURPOSE: The purpose of this Request for Proposals is to solicit interest from qualified firms and/or individual to provide professional services for the Township of Harmony. A qualified firm and/or individual will be selected through a competitive, quality-based, fair and open process at the sole discretion of the Township Committee.
- B. PROCEDURES FOR RESPONDING TO REQUEST FOR PROPOSALS:
- (1) Four (4) copies of the proposal, inclusive of all information required at Section D hereof, should be provided. Proposals must be submitted to the Township of Harmony, 3003 Belvidere Road, Phillipsburg, NJ 08865. Any proposals received after said opening, whether by mail or otherwise, will be deemed non-responsive. No proposals will be accepted after the date set forth above. Proposals must be submitted in a sealed envelope with the name of the firm or individual submitting the proposal clearly marked on the outside of the envelope. It is recommended that each proposal package be hand-delivered. The Township assumes no responsibility for delays in any form of carrier, mail, or delivery service causing the proposal to be received after the above-referenced due date and time. Submission by fax, telephone, or email is not permitted. The final selection shall be made in the sole discretion of the Township Committee.
 - (2) All questions regarding this Request for Proposals should be made in writing to Kelley Smith, Municipal Clerk, Harmony Township, 3003 Belvidere Road, Phillipsburg, NJ 08865
- C. CRITERIA FOR EVALUATION OF PROPOSALS: The members of the Township Committee will independently evaluate each submission and selection will be made upon the following criteria.
- (1) Experience and reputation in the field;
 - (2) Knowledge of the subject matter of the services to be provided to the Township;
 - (3) Knowledge of the Township, its affairs and operations;
 - (4) Availability to accommodate any required meetings of the Township;
 - (5) Compensation proposal;
 - (6) Compliance with the minimum qualifications established by the Township for the position;

(7) Other factors determined to be in the best interest of the Township.

D. PROPOSAL REQUIREMENTS: The Township of Harmony is requesting qualifications for Municipal Auditor and Municipal Planner professional services as follows:

- (1) Scope of Services
- (2) Resume
- (3) Facilities
- (4) Conflict of Interest
- (5) Fees

The following explains what the Township expects in each of the major sections:

1. Scope of Services - The Township of Harmony is requesting qualification statements to provide professional services for the Township of Harmony. Your response should detail the firm or individual's qualifications to provide that type of service.

The minimum qualifications established by the Township for the professional appointments are as follows:

Municipal Auditor:

Must be a certified public accountant and be certified by the State of New Jersey as a registered municipal accountant. The applicant must have a minimum 10 years experience representing municipal entities in connection with municipal audits, budgets and the issuance of bonds and/or bond anticipation notes. The applicant must have sufficient support staff to provide all services required by the Township of Harmony including, but not limited to, the preparation of the municipal budget, municipal audit, debt statements, official statements and all other documents relating to the issuance of bonds, as well as all other financial matters pertaining to municipal government.

Municipal Planner:

Must be licensed by the New Jersey State Board of Professional Planners for at least 15 years and served as a municipal planner for at least ten (10) years. The planner must be thoroughly familiar with the Municipal Land Use Law and Fair Housing Act and must have experience preparing Master Plans, and zoning and land use ordinances. The planner must also be knowledgeable of COAH regulations and procedures. The firm and/or planner must have sufficient support staff to provide all services required by the Township of Harmony including, but not limited to, the preparation of all plans and documents necessary and incidental to the performance of the planner's duties and responsibilities.

2. Resume - All resumes submitted to the Township of Harmony shall include the following:

- (a) Name and address of your firm and corporate officer authorized to execute agreements.
- (b) A brief description of your firm's history, ownership, organizational structure, management, and licenses to do business in the State of New Jersey.

- (c) The names, experience, qualifications, and applicable licenses held by the individual primarily responsible for servicing the Township and any other person(s), whether as employees or subcontractors, with specialized skills that would be assigned to service the Township.
- (d) A listing of local governmental clients with which you have similar contracts; include the name, address and telephone number of the contact person.
- (e) A statement of your firm's insurance coverage. Firms need not provide an insurance certificate specific to the Township in responding to this RFP. An insurance certificate will be required prior to commencing work after selection of a firm to provide services relative to a specific project.
- (f) A statement of assurance to the effect that your firm is not currently in violation of any regulatory rules and regulations that may have an impact on your firm's operations.

3. Facilities - Office Locations -

- (a) For your firm's facilities which will service this project:
 - # The location
 - # Firm personnel assigned to this location
 - # Activities of the firm performed at this location
- (b) For those facilities and activities located elsewhere, please explain the activities performed elsewhere and why these are best performed at a different office. Firms where all activities are performed at one location should leave this paragraph blank.

4. Conflict of Interest - Disclosure of any potential conflicts of interest that the firm may have in performing these services for the Township of Harmony.

5. Fees - Set forth in detail your compensation proposal.

- E. COMPLIANCE: In addition, all proposals shall comply with P.L. 1977, c.33 requiring submission of a statement of corporate ownership, N.J.S.A. 52:32-44 requiring submission of a New Jersey Business Registration Certificate and the collection of use taxes; and with P.L. 1975, c.127 and N.J.A.C. 17:27-1 et seq., requiring compliance with Equal Employment Opportunity and Affirmative Action laws, and the submission of proof of compliance therewith.
- F. RESERVATION OF RIGHTS: The Township reserves the right to reject any and all proposals, in whole or in part, and to waive any immaterial defect or informality in any proposal as may be permitted by law.